

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

[illegible]

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION		
Name	Title	
Email Address	Telephone Office	Fax
Employer's Name		
Employer's Street Address	State	Zip Code
SECTION 2: APPLICANT INFORMATION		
Billed Entity Name Colegio Nuestra Senora de Lourdes	Billed Entity Number 200448	
Funding Year 2004 Forms 471 Application Numbers 412391, 412425		
SECTION 3: CERTIFICATION STATEMENTS		
<ul style="list-style-type: none">I certify that I prepared the responses in this document on behalf of the above named entity.I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected.		
Authorized Signer's Signature	Date	
Authorized School or Library Official's Signature	Date	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- ✓ Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services, except those contracts that are state master contracts.
- ✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- ✓ Copies of all bids that were received for all funding requests.
- ✓ Complete documentation regarding the process used for selecting your service provider(s).
- ✓ Copies of any consulting agreements.
- ✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- ✓ Copy of your technology plan that supports your funding request for Funding Year 2004.
- ✓ Fax Back Pages 1-4.
- ✓ Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- ✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

**SUPERINTENDENCIA DE I
CATOLICAS
PROGRAMA E-RATE
FAX (787) 272-0771**

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Jennifer Hung	Marieglorie Zapata
COMPANY:	DATE:
PIA Selective Review	10/18/2004
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
1-973-599-6515	20
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NUMBER:
COLEGIO NUESTRA SEÑORA DE LOURDES	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
e-mail: mzapata@escuelascaticas-sj.org

COLEGIO NUESTRA SEÑORA DE LOURDES

1050 Demetrio O'Daly, Country Club
Río Piedras, Puerto Rico 00924
Teléfono: 769-6284

October 8, 2004

TO: **Jennifer Hung**
PIA Selective Review
Universal Service Administrative Company
School & Libraries Division
Fax 973-599-6515

Response to E-Rate Selective Review Information Request Form 471 Applications#
412391, 412425 year 7 (2004-2005).

Information Regarding the Competitive Bidding Process and Vendor Selection:

1. The E-Rate funding procurement process for the **Colegio Nuestra Señora de Lourdes** was conducted by the Consorcio de Colegios Católicos Arquidiócesis de San Juan on behalf of the participating schools, as established in the Consortium's participation agreement. Also, the CCCASJ signed an E-Rate Services Agreement. The school submitted a signed the F-471 as a supplement of the agreement. Copy of the agreement is included in Annex 1.
2. The school as a participant entity of the CCCASJ was part of the procurement process. After publishing the F-470, the vendors that contacted either CCCASJ or the school were invited to evaluate the Technology Plan implementation to gather the information they understood was necessary to confirm their proposals. Copy of the Technology Plan is included in Annex 2. (Will be sent by Fedex)
3. The bids were received by the CCCASJ by Madeline Melgen, Ed.D.
4. The service provider selection was recommended by the Consortium's (CCCASJ) technology committee as part of the advisory services to the consortium's participants. The CCCASJ received the service provider proposals, conducted the evaluation process and recommended a Service Provider to the participants.
5. Copy of the school representation agreement by the CCCASJ is included in Annex 3.
6. Included is the agenda of the meeting for the vendor selection notification for Internal Connections and Dedicated Services of year 7 (2004-2005) for the E-Rate Program. At this meeting the CCCASJ explained the evaluation and selection process to the participants. The written communication between the CCCASJ and the entities that are members of the Consortium is included in Annex 4.

Jennifer Hung

Page -2-

Information Regarding Item 25 Certification

1. Item 25 Worksheet Summary is included as Annex 5.
2. School budget 2004-2005 is included Annex 6.

Cordially,



Mary Ann Carrillo
Director

Annex 1

Service Agreement

Will be send by Fedex
to your attention.

Annex 2

Technology Plan

Was sent by Fedex to
your attention.

C.C.C.A.S.J.



Consorcio Colegios Católicos Arquidiócesis de San Juan

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

Acuerdo de Representación

Este es un acuerdo de representación donde **Colegio Nuestra Señora de Lourdes** solicita al Consorcio de Colegios Católicos de la Arquidiócesis de San Juan (Consorcio) representación y apoyo en los procesos relacionados a la solicitud y utilización de fondos del programa E-Rate que administra el School & Libraries Division (SLD), para el Año 7 (07/01/04 a 06/30/05). Este acuerdo define los términos bajo los cuales el Consorcio ofrecerá dicha representación y asesoramiento. Bajo este acuerdo **Colegio Nuestra Señora de Lourdes** y el Consorcio se comprometen a cumplir con las responsabilidades que a cada uno le corresponden según lo establece el SLD y cualquier otro compromiso o responsabilidad que ambos acuerden deben establecer.

Consorcio:

- ✓ Asesorará a **Colegio Nuestra Señora de Lourdes** en el desarrollo de su Plan de Tecnología que cumpla con los requisitos de SLD (Schools & Libraries Division).
- ✓ El Consorcio en representación de **Colegio Nuestra Señora de Lourdes** publicará la Forma 470 y atenderá los procesos de establecer los requisitos de licitación, recibir y evaluar propuestas de los suplidores.
- ✓ El Consorcio dirigirá los esfuerzos para proveer información al SLD relacionada con los procesos de solicitud y utilización de los fondos E-Rate.
- ✓ El Consorcio se compromete a cumplir con las funciones que le asigna SLD a los consorcios representantes de entidades solicitantes. (Apéndice II)

Colegio/Academia

- ✓ Proporcionará al Consorcio de información necesaria para cumplimentar la solicitud de propuestas, Forma 470.
- ✓ Se compromete a proveer al Consorcio a los suplidores la información que estos solicitan para el proceso de completar sus propuestas.
- ✓ Se compromete a participar en el proceso de someter la Forma 471 y documentos relacionados, respondiendo a las solicitudes de información y firma de acuerdos en las fichas estipuladas.
- ✓ Se compromete a cumplir con los requisitos que establece SLD a las entidades solicitantes (Tabla de cotejo – Apéndice I)

Otros términos y condiciones pueden ser añadidos a este acuerdo, previa aprobación de ambas partes.

Nombre: **Mary Ann Carrillo**

Firma: 

Posición: **Director**

Fecha: 5 de noviembre de 2003

Nombre: **Madeline Melgen, Ed.D.**

Firma: 

Posición: **Directora del Consorcio**

Fecha: 5 de noviembre de 2003

“Sirviendo a los Colegios Católicos de San Juan”

Annex 4

Bidding Process

Will be send by Fedex
to your attention.

School Name: Colegio Nuestra Señora de Lourdes

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary		Funding Year 6 (2003-2004)	Funding Year 7 (2004-2005)
Please add Subtotals of Sections I through VI			
Section I: Connectivity			
I-A. Commitment Amount Requested			
Telecom	1		\$8,100.00
Internet Access	2		\$16,808.40
Internal Connections	3		\$10,995.30
Total of Funding Requests (I-A)	4		\$35,903.70
I-B. Form 471 Applicant's Share			
Telecom	5		\$900.00
Internet Access	6		\$1,867.60
Internal Connections	7		\$1,221.70
Total of Applicant Share (I-B)	8		\$3,989.30
I-C. Amounts not covered by USF Program			
Telecom	9		\$0.00
Internet Access	10		\$0.00
Internal Connections	11		\$0.00
Total of Amounts Not Covered (I-C)	12		\$0.00
Total Connectivity (I-A + I-B + I-C)			\$39,893.00
Section II: Hardware			
II-A. Number of Computers Connected	13a. #	25	13b. # 40
II-B. Number of Servers Connected	14a. #	1	14b. # 1
II-C. Number of Data/Voice Drops Installed	15a. #	10	15b. # 60
II-D. Applicant Expenditure	16a. \$	\$3,050.00	16b. \$ \$165.00
II-E. Contribution / In-Kind Donations	17a. \$	\$6,553.36	17b. \$ \$1,799.85
Total Hardware (II-D + II-E)	18a. \$	\$9,603.36	18b. \$ \$1,964.85
Section III: Professional Development			
III-A. Staff Training Hours (Total 100%):			
0-5 Hrs. ____% 5-15 Hrs. <u>60%</u> 15-25 Hrs. <u>35%</u> 25-50 Hrs. <u>5%</u> 50 + Hrs. ____%			
III-B. Applicant Expenditure	20a. \$	\$0.00	20b. \$ \$0.00
III-C. Contribution / In Kind Donations	21a. \$	\$1,000.00	21b. \$ \$2,500.00
Total Professional Development (III-B + III-C)	22a. \$	\$1,000.00	22b. \$ \$2,500.00
Section IV: Software			
IV-A. Applicant Expenditure	23a. \$	\$0.00	23b. \$ \$0.00
IV-B Contribution / In Kind Donations	24a. \$	\$3,050.00	24b. \$ \$2,850.00
Total Software (IV-A + IV-B)	25a. \$	\$3,050.00	25b. \$ \$2,850.00
Section V: Retrofitting			
V-A. Applicant Expenditure	26a. \$	\$42,996.63	26b. \$ \$35,000.00
V-B Contribution / In Kind Donations	27a. \$	\$0.00	27b. \$ \$0.00
Total Retrofitting (V-A + V-B)	28a. \$	\$42,996.63	28b. \$ \$35,000.00
Section VI: Maintenance			
VI-A. Applicant Expenditure	29a. \$	\$8,840.00	29b. \$ \$9,000.00
VI-B Contribution / In Kind Donations	30a. \$	\$1.00	30b. \$ \$0.00
Total Maintenance (VI-A + VI-B)	31a. \$	\$8,841.00	31b. \$ \$9,000.00
Total of E-Rate Initiative (Total of Section I to VI)	32a. \$	\$65,490.99	32b. \$ \$91,207.85
Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)			
Level 1 current:	Level 2 current :	Level 3 current: X	Level 4 current:
Level 1 by 6/30/05:	Level 2 by 6/30/05:	Level 3 by 6/30/05: X	Level 4 by 6/30/05:

Resource Plans and Investments: On this worksheet you are asked to estimate any relevant investments in the resources you need to make effective use of requested E-rate services that happened prior to Funding Year 2003 covered on the *Item 25 Worksheet Summary: Fax Back Page 1* as well as any other resources that are available to you but which are not represented on the *Item 25 Worksheet*. Please use this space, or attach an additional page, to provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years' investments in technology. You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you have made a significant investment in technology prior to Funding Year 2003, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

El Colegio Nuestra Señora de Lourdes es una institución sin fines de lucro católica privada que ofrece sus servicios educativos hace más de 40 años en las comunidades de Río Piedras y pueblos limítrofes. Sirve a una población socioeconómica entre clase media a pobre. Actualmente contamos con una matrícula de 875 estudiantes atendidos por una facultad de 55 maestros y aproximadamente 14 personas entre personal administrativo y de apoyo a la docencia. Nuestro colegio se ha unido en consorcio a los Colegios Católicos de la Arquidiócesis de San Juan en proyectos de Título I, Título II, Título IV. Estos proyectos le han permitido participar activamente en la corriente nacional y estatal de reformas educativas frente a los paradigmas docentes y ser partícipe de los procesos de reforma iniciado hace varios años por la Superintendencia de Escuelas Católicas. Por medio del Consorcio nuestros maestros, personal de apoyo a la docencia y administradores se capacitan en los fundamentos docentes de pedagogía y pensamiento crítico.

La meta fundamental de estos programas es el desarrollo óptimo de las capacidades intelectuales y éticas del estudiante de manera que se promueva el aprendizaje auténtico y construcción del conocimiento. Para que esto ocurra, los educadores tienen que contribuir fundamentalmente para promover el desarrollo de seres humanos que piensen críticamente y actúen moralmente por el bien común de la sociedad. Siguiendo los paradigmas de el proceso de enseñanza – aprendizaje según establece Título II; se requiere la transformación del currículo tradicional y del sistema de biblioteca como centros ágiles de información e interactivos donde se utilice la tecnología más avanzada disponible en la sociedad del nuevo milenio. Nos esforzamos en transformar la sala de clase y la escuela en una comunidad de aprendizaje auténtico y que pueda hacer uso de la tecnología más avanzada promoviendo así los estándares académicos retantes. Desde el 1995 en nuestra institución adoptamos la definición de Educación Tecnológica que se expresa en el "Educational Technology Expert Panel: Exemplary and Promising Educational Technology Programs 2000" ([www. Ed gov/ pubs/ ed tech programs/the expert panel.html](http://www.Ed.gov/pubs/ed_tech_programs/the_expert_panel.html)) en que se define educación tecnológica como una variedad de herramientas tecnológicas, en que se incorporan diferentes medios y ambientes para mejorar la educación, estimular la creatividad, la comunicación, los trabajos cooperativos para el desarrollo continuo y utilización del conocimiento y las destrezas.

Esta definición es aún con nuestro modelo de enseñanza de pedagogía crítica. Nuestros esfuerzos de los últimos años se han centrado en la transformación del currículo tradicional y de los centros de información del colegio. Mediante diferentes proyectos presentados y aprobados por el DE en propuestas individuales y colectivas del Consorcio SEC logramos que nuestra Biblioteca José J. Alonso, el Centro de Enriquecimiento Curricular y Recursos Audiovisuales y el Centro de Educación Tecnológica adquirieran equipo tecnológico, audiovisual y la infraestructura necesaria que ha permitido a nuestros diferentes centros diversificar y ampliar sus servicios envolviendo a la comunidad escolar en la más efectiva utilización de los recursos disponibles.

Actualmente tanto estudiantes y profesores integran en las clases el uso de televisores, VCR, radios 'CD-players', computadoras mejorando el proceso de enseñanza-aprendizaje y el aprovechamiento de los estudiantes. Los estudiantes utilizan constantemente las fuentes de información que le brinda "Internet". Esto motivó a que el colegio contratara los servicios de la Compañía Thompson Gale para suministrarnos el servicio de Infotrack, base de dato que utiliza la U.P.R. para utilizarse en la biblioteca y ampliar nuestro servicio a la comunidad brindándole la oportunidad a toda la comunidad escolar de continuar sus investigaciones en la comodidad del hogar e integrar así a los padres en este proceso también. Consideramos que la administración del colegio y el Programa E-Rate apoyó esta iniciativa desde el principio ya que contamos con su apoyo para alterar, mejorar y adaptar las facilidades físicas de acuerdo a las necesidades tecnológicas. El colegio para los fondos federales con las inversiones que hace en la planta física, seguros, personal, etc. Los proyectos de los últimos años en nuestro colegio han permitido que mejore la calidad de educación de los estudiantes. Mediante estos proyectos tanto estudiantes como profesores mejoraron sus destrezas tecnológicas y de investigación así como las demandas por más tecnología.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 3

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

La iniciativa de E-Rate que tenemos en progreso para el año 2004-2005 es ampliar nuestros servicios a la comunidad escolar actualizando, mejorando y ampliando la infraestructura tecnológica. Esperamos lograr nuestro objetivo reemplazando el server del colegio e instalando 50 nuevos drops en los salones de clases que permitan mejorar e incorporar el acceso del estudiante a recursos tecnológicos que respondan a sus necesidades. La integración de la tecnología en todas las áreas del currículo es una necesidad y nuestros estudiantes deben tener la oportunidad de tener disponible la información. La administración del colegio apoya este esfuerzo e invierte en hacer los cambios estructurales necesarios en la planta física para lograr nuestra meta. A continuación se incluye la tabla con nuestras metas tecnológicas.

INICIATIVAS DEL PLAN TECNOLÓGICO POR AÑO

AÑO	META
2003-2004	<p>Todo estudiante tendrá acceso satisfactorio y conveniente a tecnología apropiada a sus necesidades de aprendizaje.</p> <p>Nuestros estudiantes tendrán la oportunidad de usar la tecnología para la solución de problemas, para facilitar la comunicación, para expandir la creatividad y para construir conocimientos a través de un ambiente propicio.</p> <p>Asegurar que la infraestructura de la tecnología a ser desarrollada sea lo suficientemente flexible para apoyar los sistemas existentes y para ajustarse a las crecientes necesidades del consorcio.</p> <p>Desarrollar política y procedimientos necesarios para mantener los sistemas de computadoras operando efectivamente e informar al personal y estudiantes de las políticas aplicables.</p> <p>Los esfuerzos dedicados al desarrollo deben dirigirse a todo el personal en el Consorcio: maestros, administradores y personal de apoyo. Las investigaciones demuestran la necesidad de desarrollo del personal para el uso efectivo de la tecnología.</p> <p>Proveer el apoyo técnico, eficiente y oportuno para asegurar la operación de los sistemas instruccionales y administrativos.</p>

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name Mary Ann Carrillo		Title Director	
E-mail Address		Telephone Office 787-769-6275 Fax 787-757-1245	
Employer's Name Colegio Nuestra Señora de Lourdes			
Employer's Street Address Calle Demetrio O'daly Country Club, Carolina		State PR	Zip Code 00924
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Colegio Nuestra Señora de Lourdes		Billed Entity Number 200448	
Funding Year 2004 Forms 471 Application Numbers: 412391, 412425			
SECTION 3: CERTIFICATION STATEMENT			
<p>* I certify that I prepared the responses in this document on behalf of the above named entity.</p> <p>* I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding sources(s) identified for my applicant share of E-rate will not be affected.</p>			
Authorized Signer's Signature <i>Madelaine Melgen, Ed. D.</i>		Date October 15, 2004	
Authorized School Official's Signature <i>Mary Ann Carrillo</i>		Date October 15, 2004	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- * Copies of signed and dated contracts relating to the Form (s) 471 for all contracted services, except those contracts that are state master contracts.
- * Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- * Copies of all bids that were received for all funding requests.
- * Complete documentation regarding the process used for selecting your service provider(s).
- * Copies of any consulting agreements.
- * Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- * Copy of your technology plan that supports your funding request for Funding Year 2004.
- * Fax Back Pages 1-4
- * Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- * Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

06

COL. NTRA. SRA. DE LOURDES

850 <- MATRICULATION EXPECTED

FISCAL YEAR **2004-2005**

ACCT NO.	DESCRIPTION	BUDGET 2003-2004	BUDGET 2004-2005	COMMENTS
	INCOME			
	TUITION			
	PK TO SIXTH GRADE			
	Students 414 X \$ 180 X 10	778,800	745,200	
	7th TO 12th GRADE			
	Students 436 X \$ 200 X 10	699,300	872,000	
3100	TOTAL TUITION	1,478,100	1,617,200	
3110	LATE CHARGES	7,000	10,000	LAST YEAR EXPERIENCE ACTUAL
3120	SUPERVISED STUDIES / DAY CARE	0	0	
	MATRICULATION			
	NEW students _____ X \$ _____	0	0	
	OLD students 850 X \$ 350.00	297,500	297,500	850 STUDENTS AT \$350
3200	TOTAL MATRICULATION	297,500	297,500	
	BUILDING FUND			
	2003 OLD families X \$ _____	0	0	
	2004 NEW families X \$ _____	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3201	TOTAL BUILDING FUND	0	0	
3413	GUIDANCE TESTING QUOTA	4,900	10,080	\$20 FROM 6 TO 11 AND \$25 FOR 12 (489 STUDENTS)
3441	SUPERINTENDENT OFFICE FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3442	ARZOBISPADO SUPPORT FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3454	FIRST COMMUNION FEE	1,800	0	
3510	CAFETERIA INCOME	0	0	
3531	CHOCOLATE SALES	0	0	
3551	SUMMER CLASSES	0	0	
3561	GRADUATION QUOTA	17,500	14,800	\$40 FOR K, AND \$100 FOR 8th AND 12th GRADES
3564	COMPUTER CLASS LAB.	0	0	PARENTS PAY DIRECTLY TO FUTURE KIDS
3565	DONATIONS	0	0	
3571	SPORTS DEPT. INCOME	0	0	
3605	BOOKSTORE / UNIFORM SALES	10,000	14,000	LAST YEAR EXPERIENCE ACTUAL
3710	RENTAL OF FACILITIES	0	0	
3711	CAFETERIA CONCESSION INCOME	0	0	MESS HALL

Annex 6

3712	VENDING MACHINES	0	0	
3715	LIBRARY PHOTOCOPIES	800	1,000	
3720	COMMISSION ON SALE OF TEXTBOOKS	2,500	3,500	CONSIDERED ONCE A YEAR
3735	ENTRANCE EXAMINATION	0	0	
3752	INCOME FROM ACTIVITIES	0	0	
3760	COMMISSION - PORTRAIT PHOTO	1,000	1,000	LAST YEAR EXPERIENCE
3765	TRANSCRIPTION INCOME	1,000	1,000	
3780	MISCELLANEOUS INCOME	0	0	
3810	CHECKING ACCOUNT INTEREST	1,200	1,200	LAST YEAR EXPERIENCE
3820	SAVINGS ACCOUNT INTEREST	0	0	
3830	C/D INTEREST	0	0	
3840	INVESTMENTS INTEREST INCOME	0	0	
TOTAL INCOME		1,823,300	1,971,280	* E-rate income \$ 3,989.30

EXPENSES**ADM. SALARIES & FRINGES**

4101	SALARIES	90,500	112,728	SEE PAYROLL W/P
4102	SOCIAL SECURITY TAX	6,923	8,624	7.65% OF SALARY
4104	PENSION FUND PLAN	3,620	4,509	4% OF SALARY
4106	XMAS BONUS	1,810	2,255	2% OF SALARY
4108	ATTENDANCE BONUS	1,000	1,800	HEAD COUNT X \$150 / TWICE A YEAR
4109	SINOT	199	248	.22% OF ADM. SALARIES (REL. NOT INCL.)
4110	HEALTH INSURANCE	1,800	871	ONE EMPLOYEE X \$72.62 FOR 12 MONTHS
4115	STATE INSURANCE FUND	905	1,071	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4118	LIFE INSURANCE	0	0	
TOTAL ADM. SAL. & FRINGES		106,757	132,106	

INSTRUCTIONAL SAL. & FRINGES

4201	SALARIES	910,666	950,186	SEE PAYROLL WORKING PAPERS (REL. INCL.)
4202	SOCIAL SECURITY TAX	69,666	72,689	7.65% OF SALARY
4204	PENSION FUND PLAN	36,427	38,007	4% OF SALARY
4206	XMAS BONUS	18,213	19,004	2% OF SALARY
4208	ATTENDANCE BONUS	22,200	23,700	HEAD COUNT X \$150 / TWICE A YEAR
4209	SINOT	2,003	2,090	.22% OF INSTRUCTIONAL SALARIES
4210	HEALTH INSURANCE	15,000	21,786	25 EMPLOYEES X \$72.62 FOR 12 MONTHS
4215	STATE INSURANCE FUND	9,107	9,027	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4218	LIFE INSURANCE	0	0	
TOTAL INST. SAL. & FRINGES		1,083,282	1,136,489	

ADMINISTRATIVE EXPENSES

4301	RELIGIOUS SALARIES	39,600	42,000	SISTER ANA MARIA & SISTER ANA ROSA + P. QUIN.
4303	E RATE EXPENSES	24,000	24,000	INTERNET ACCESS * E-rate expense
4304	LEGAL FEES	1,730	1,700	850 STUDENTS X \$2
				\$ 3,989.30

4305	OFFICE SUPPLIES	4,500	3,000	LAST YEAR EXPERIENCE ACTUAL
4306	POSTAGE	500	500	LAST YEAR EXPERIENCE
4307	COMPUTER SUPPLIES EXPENSE	2,000	7,500	
4308	PUBLIC RELATIONS	500	500	LAST YEAR EXPERIENCE
4309	ADVERTISING	2,500	1,500	LAST YEAR EXPERIENCE ACTUAL
4310	SEMINARS & CONVENTIONS	3,200	3,200	POSSIBLE NCEA CONVENTION
4311	AUDITORS FEE	4,800	4,800	LAST YEAR EXPERIENCE
4312	CAR ALLOWANCE	2,500	2,500	MRS. MARY ANN CARRILLO & MRS. MTNEZ.
4313	TRAVEL & PER DIEMS	0	0	
4314	TEMPORARY SERVICES	3,500	3,500	LAST YEAR EXPERIENCE
4316	MEMBERSHIPS & SUBSCRIPTIONS	1,300	1,300	LAST YEAR EXPERIENCE
4319	COOPERATIVE EXAM EXPENSE	0	0	
4320	EMPLOYEE RELATIONS	6,500	7,500	INCLUDES ADM. & INST.
4330	CONSULTING SERVICES	0	4,000	ARCHITECT
4340	OTHER ADMINISTRATIVE EXPENSES	1,000	500	LAST YEAR EXPERIENCE ACTUAL
TOTAL ADMINISTRATIVE EXPENSES		98,130	108,000	

INSTRUCTIONAL EXPENSES

4412	SEMINARS & CONVENTIONS	2,500	2,000	
4415	TRAVEL & PER DIEMS	200	500	MINIMUM
4418	CAFETERIA EXPENSES	0	0	
4419	VENDING MACHINE EXPENSE	0	0	
4421	MIDDLE STATES EXPENSE	1,425	1,425	ANNUAL FEE
4424	GENERAL COUNCIL CERTIFICATION	0	0	
4428	FACULTY MEMBERSHIP & SUBSC.	500	500	LAST YEAR EXPERIENCE
4430	GRADUATION EXPENSES	7,000	7,000	LAST YEAR EXPERIENCE
4434	TEMPORARY SERVICES	7,500	12,000	LAST YEAR EXPERIENCE ACTUAL
4436	PROFESSIONAL READINGS	500	500	
4438	FACULTY ADDITIONAL DUTIES	10,000	10,000	SEE PAYROLL W/P
4439	FACULTY OTHER EXPENSES	0	0	
4440	INSTRUCTIONAL SUPPLIES	5,000	4,000	LAST YEAR EXPERIENCE ACTUAL
4442	LIBRARY SUPPLIES	600	4,800	LAST YEAR EXPERIENCE ACTUAL
4444	AUDIOVISUAL SUPP. & ACCESS.	300	500	LAST YEAR EXPERIENCE ACTUAL
4448	STUDENT SCHOLARSHIPS	26,475	30,975	SEMINARIANS + TEACHERS SONS
4450	SPORTS DEPT. EXPENSES	0	5,000	LAST YEAR EXPERIENCE ACTUAL
4452	ATHLETIC MATERIALS & SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4454	BOOKSTORE / UNIFORMS EXPENSE	10,200	14,000	LAST YEAR EXPERIENCE ACTUAL
4456	REFEREES EXPENSES	2,500	2,500	LAST YEAR EXPERIENCE
4462	COACHING EXPENSES	0	0	
4464	ACADEMIC DEPARTMENTAL EXP.	4,300	5,500	INCLUDES ALL DEPARTMENTS
4467	GUIDANCE TESTING SERVICES	4,900	10,080	
4468	SUPERVISED STUDIES/DAY CARE EXP	0	0	
4470	ACADEMIC AWARDS	0	0	

4472	INFIRMARY SUPPLIES	500	500	MINIMUM
4476	STUDENT INSURANCE	6,920	4,250	850 STUDENTS x \$5
4480	COMPUTERS CLASS LABORATORY	0	0	FUTUREKIDS RECEIVE PAYMENT FROM PARENTS
4490	OTHER INSTRUCTIONAL EXPENSES	500	2,000	
TOTAL INSTRUCTIONAL EXPENSES		93,820	121,030	

OTHER EXPENSES

4510	SUPERINTENDENT OFFICE FEE	6,055	7,650	850 STUDENTS X \$9
4512	ARZOBISPADO FEE	5,190	4,250	850 STUDENTS X \$5
4514	FINANCE DEPT. MANAGEMENT FEE	16,800	16,800	\$1,400 X 12 MONTHS
4516	BANK CHARGES	3,700	3,000	
4518	CASH OVER & SHORT	0	0	
4520	SECURITY GUARDS	0	0	INCLUDED ON INSTRUCTIONAL SALARIES
4522	DONATIONS	1,000	500	LAST YEAR EXPERIENCE ACTUAL
4526	PHOTOCOPY EQUIPMENT MAINT.	12,500	12,500	LAST YEAR EXPERIENCE
4528	PHOTOCOPY EQUIPMENT SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4530	CLEANING SERVICE CONTRACT	49,900	8,800	CONTRACT CANCELLED
4532	CLEANING SUPPLIES	2,000	15,000	LAST YEAR EXPERIENCE ACTUAL
4534	GARBAGE REMOVAL	4,500	6,500	LAST YEAR EXPERIENCE ACTUAL
4536	EXTERMINATING	500	500	LAST YEAR EXPERIENCE
4538	WATER & SEWER SERVICE	8,000	13,000	LAST YEAR EXPERIENCE ACTUAL
4539	ELECTRICITY	50,000	55,000	LAST YEAR EXPERIENCE ACTUAL
4540	TELEPHONE & FAX	7,000	7,000	LAST YEAR EXPERIENCE
4544	REPAIRS & MAINT. A/C	1,500	5,000	LAST YEAR EXPERIENCE ACTUAL
4548	REPAIRS & MAINT. OTHERS	25,000	40,000	LAST YEAR EXPERIENCE ACTUAL
4550	R/M CONTRACTED SERV. COMPUTERS	0	2,500	
4552	INSURANCE POLICIES	28,520	27,000	PROPERTY & RESPONSIBILITY INSURANCE
4554	RENT EXPENSE	0	0	
4560	INTEREST EXPENSE ON LOANS	96,000	40,000	INCLUDES MESS HALL LOAN
4570	MISCELLANEOUS EXPENSES	0	0	
4590	DEPRECIATION EXPENSE	106,240	90,000	BASED ON JULY 2003 CLOSING ENTRIES + EQUIP.

TOTAL OTHER EXPENSES **426,405** **358,000**

EXPENSES GRAND TOTAL **1,808,394** **1,855,625**

TOTAL GAIN OR (LOSS) **\$ 14,906** **\$ 115,655**

THIS BUDGET IS PREPARED BASED ON LAST YEAR EXPERIENCE AND THE CURRENT EXPERIENCE UP TO APRIL 30, 2004

LIST OF PURCHASES AND IMPROVEMENTS		NOTES ON BUDGET
1	VER ANEJO	1. Se consideró aumento para todo el personal de acuerdo a sus méritos, ver anejo.
2		2. Se consideró el pago de un 50% del costo del plan médico individual.
3		3. El bono de navidad es un 2% sin límite.
4		
5		
6		
7		
8		
9		
10		

Preparado por:

J. L. P. Piza
Marta de la Cruz

Fecha:

5-13-04

Revisado por:

Fecha:

5/27-04



Superintendencia de Escuelas Católicas
Arquidiócesis de San Juan

October 7, 2004

Selective Reviewer
Universal Service Administrative Company
School & Libraries Division

To Whom It May Concern:

Within the Superintendence of Catholic Schools of the Archdiocese of San Juan, exist a group of schools directly administered by our office. This group of schools is united under a consortium known as "Colegios Arquidiocesanos de San Juan".

Some of the budgets presented by these schools reflect an operational deficit in their net income. Nevertheless, these schools' financial stability is backed up by the consortium as a whole.

If you need any additional information, please feel free to contact us at your convenience.

Sincerely,

María S. Colón de Marxuach
Superintendent of Catholic Schools

José Luis Pizá
Financial Director

mza

TRANSMISSION VERIFICATION REPORT

TIME : 10/18/2004 09:05
NAME : SUPERINTENDENCIA
FAX : 7877310000
TEL : 7877316100

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)

10/18 08:59
19735996515
00:06:21
20
COVERPAGE
OK
STANDARD
ECM

RESULT
MODE

**SUPERINTENDENCIA DE ESCUELAS
CATOLICAS**

PROGRAMA E-RATE

FAX (787) 272-0771

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Jennifer Hung	Marieglorie Zapata
COMPANY:	DATE:
PIA Selective Review	10/18/2004
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
1-973-599-6515	20
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NUMBER:
COLEGIO NUESTRA SEÑORA DE LOURDES	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
mailto:marzapata@escuelascaticas-es.org



Universal Service Administrative Company
Schools & Libraries Division

Date: 11/03/2004

Dear Madeline Melgen,
Applicant Name (All Puerto Rico Applications you have)
Contact Number: 1-787-731-6100
Application Number(s): Multiple

The Program Integrity Assurance (PIA) team is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. We are currently in the process of reviewing your Funding Year 2004 Form 471 Application. To complete our review, we need some additional information. The information needed to complete the review is listed below.

Madeline, we are trying to find out how you get your discount information for NSLP. I'm sure you have something different, however, we will need to have documentation for all the Schools, Public, Private, Academies, Catholic, etc.. with the **Total Student Enrollment** and those eligible for **Free (Gratis) & Reduced (Reducido) lunches**.

I tried to call the E-Rate coordinator for Puerto Rico, but no one spoke English.

If there is anything you can do, it will certainly speed up processing the applications. I don't know if you are the only one working on the applications for Puerto Rico, if there are others we will need a complete list of the schools with the information above.

Thanks so much for your prompt attention in this matter.

If you have already submitted the Item 21 Attachments, please fax an EXACT COPY of the Item 21 Attachments that were previously submitted. If you do not wish to resubmit the Item 21 Attachment, you are not required to do so. We will process your application once the Item 21 Attachments have been scanned into our system.

Please fax or e-mail the requested information to my attention. If you have any questions, please feel free to contact me.

It is important that we receive all of the information requested so we can complete our review. **Failure to do so may result in a reduction or denial of funding.**

Please send the requested information within seven calendar days. If you need additional time to prepare your response, please let me know as soon as possible.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Nancy A. Rocco
Schools And Libraries Division
Program Integrity Assurance
Phone: 973-884-8250
FAX: 973-599-6522
nrocco@sl.universalservice.org

**COLEGIO NUESTRA SEÑORA DE**

1050 Demetrio O'Daly, Country Club, San Juan, PR 00924
Tel. 787-769-6284 ♦ Fax 787-750-7805
www.geocities.com/cnslourdes/

December 10, 2004

Schools and Libraries Division
Program Integrity Assurance

Colegio Nuestra Señora de Lourdes wants to certify the following information:

1- Total number of students enrolled	810
2- Number of surveys/applications sent out	810
3- Number of surveys/applications returned	800
4- Total number of students qualified for NSLP (As per the returned surveys/applications)	634
5- Are the surveys/applications and results kept on file	YES

"I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in column 5 Item 10b of Block 4 (worksheet A) of the Form 471".

Enclosed is a copy of the survey applied.

Cordially,

Mrs. Mary Ann Carrillo
Director

mza